



Franchise Tax Board Compliance Representative

Open Only 8619 7PB22

**Filing and
Processing
Information:**

Continuous Filing and Testing

This is an open, continuous examination. Applications will not be accepted on a promotional basis. Applicants who meet the minimum qualifications may apply for and take this examination. Meeting the minimum qualifications to compete in the Compliance Representative exam does not assure placement on the eligible list. Competitors must successfully pass the examination.

Testing Period:

The testing period for this examination is 9 months. Candidates who take this exam, whether they pass or fail, must wait 9 months before retesting.

How to Apply:

You may apply and take the examination on the Internet by connecting to the State Personnel Board (SPB) web site at http://www.spb.ca.gov/employment/exam_start.htm
DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE COMPLIANCE REPRESENTATIVE EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.

Monthly Salary:

Range A: \$3,004.00 - \$3,312.00
Range B: \$3,099.00 - \$3,586.00
Range C: \$3,715.00 - \$4,516.00

Note: Current salary levels and placement/movement in the appropriate salary range(s) (there may be more than the listed salary ranges for a given class) should be confirmed with the hiring department upon receiving a job offer. The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

Applicants who meet the minimum qualifications may apply and take this examination at any time.

Either I

Six months of experience in the Franchise Tax Board performing tax compliance or debt collection duties as a Tax Technician, Range B, Franchise Tax Board.

Or II

One year of experience in the Franchise Tax Board performing tax compliance or debt collection duties in a class equivalent in level to Tax Program Technician I.

Or III

Experience: One year of experience, or the equivalent, in one or a combination of the following:

1. Management activities, as owner or manager of a business, in the marketing, distribution, and sale of merchandise, which requires broad public or customer contacts. **or**
2. Activities as a credit manager, loan officer, or collector with responsibilities involving the approval of loans or credit or the collection of delinquent accounts. **or**
3. Tax compliance or debt collection experience in a governmental agency comparable in responsibility to that of a Tax Technician, Franchise Tax Board, in the California state service.

and

Education: Equivalent to completion of 60 semester or 90 quarter units of college, which must include at least one course each in basic accounting or Federal or State taxation and business or commercial law. Students who have completed at least 30 semester or 45 quarter units of college will be admitted to the examination, but must produce evidence of completion of the 60 or 90 units before they can be considered eligible for appointment. (Applicants must indicate the following regarding the required courses: title, number of units, name of institution, and completion date.) Additional experience may be substituted for the required general education on the basis of one year of experience being equal to 30 semester or 45 quarter units. No substitution is permitted for the specific course work required.

Or IV

Equivalent to graduation from college, which must include at least one course each in basic accounting or Federal or State taxation and business or commercial law; and one course in either economics, business administration, or public administration. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Applicants must indicate the following regarding the required courses: title, number of units, name of institution, and completion date.)

Persons who will complete course work requirements outlined under Patterns III and IV above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.

Special Testing Arrangements: If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: (800) 735-2929, for voice phones: (800) 735-2922.

Training and Experience Evaluation Interviews will not be held. This examination will consist of a Training and Experience Evaluation weighted 100%. Candidates who do not meet the minimum qualifications will not be placed on the resulting eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION – WEIGHTED 100%

A. Knowledge of:

1. Basic accounting practices
2. Types of business organizations
3. Basic business practices and management; and
4. Commercial law

B. Ability to:

1. Apply the required knowledge
 2. Communicate effectively
 3. Interpret and apply provisions of California laws, rules, and regulations administered by the Franchise Tax Board
 4. Analyze situations accurately and take effective action
 5. Use tact and good judgment in dealing with the public under stressful conditions
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Eligibility List Information An open, merged eligibility list will be established for the Franchise Tax Board. Names of successful competitors are merged on the eligible list in order of final scores regardless of test date. Individual eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retest to re-establish eligibility.

Veterans Preference: Veterans Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

Career Credits: Do not apply.

Questions? If you have any questions concerning this announcement, please contact:

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
(916) 653-1502, TTY (916) 654-6336, or via
California Relay (Telephone) Service: (800) 735-2929, (800) 735-2922 (Voice)

General Information

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Veterans Preference: California law limits the granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credits in open examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, PO Box 1559, Sacramento, CA 95807.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.Rev 06/08/2007